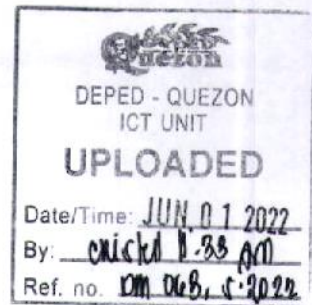




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



26 May 2022

OFFICE MEMORANDUM
 OM No. 063, s. 2022

CONDUCT OF ANNUAL INVENTORY OF PUBLIC RECORDS IN THE DIVISION OF QUEZON

To : Assistant Schools Division Superintendents
 Division Chiefs
 Unit/Section Heads
 Records Management and Improvement Committee (RMIC)
 Records Management and Improvement Sub-Committee (RMI Sub-Committee)
 All SDO Personnel

In compliance with **Rule No.25, Article No.29** of Implementing Rules and Regulations (IRR) of **Republic Act No. 9470** otherwise known as **National Archives of the Philippines Act of 2007**, it is stated that all government offices shall regularly conduct an inventory of their public records under its custody.

In this connection, this office announces the conduct of **annual inventory of public documents and records** scheduled for the whole month of **June and July each year**. **EACH PERSONNEL EMPLOYED IN THE DIVISION OF QUEZON** is hereby directed to update their individual inventory of documents and records under their custody using the standard template provided by National Archives of the Philippines (NAP) and submit the soft copy of their output to the assigned RMI Sub-Committee enlisted hereunder:

Unit/ Section	Name	Designation
OSDS	1. Sarah Lynn V. Diala	AO II
	2. Rena R. Rodil	AA II
OASDS	3. Anna Jean Ogerio	AO II
	4. Marissa L. Maragay	AAII
	5. Marinel I. Obmerga	ADA VI
Admin	6. Arlene M. Tolentino	AO II
	7. Clark H. Cadiz	ADA
Personnel	8. Bryan R. Ladines	AA III
	9. Resiele G. Coronacion	AA II

DEPEDQUEZON-TM-SDS-04-010-005



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 Website: www.depedquezon.com.ph



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Unit/ Section	Name	Designation
Records	10. Epifania L. Dayahan	AA II
	11. Roseth M. Flancia	ADA III
	12. Aira May C. Perez	AA III
	13. Susan M. Baluyut	ADA VI
	14. Amador V. Capinpin	Senior AA I
	15. Leovigildo V. Gaela	AA III
Cash	16. Apollo B. Salangit	AA II
	17. Ler P. De Rosas	Communications Equipment Operator III
Supply	18. Michelle D. Pornobi	AA III
	19. Joy M. Sanchez	ADA VI
Legal	20. Jacqueline D. Nuyda	AA III
	21. Floricel R. Lagos	AA III
Accounting	22. Maylene G. Bacus	AA III
	23. Jan Pauline P. Billanes	AA II
Budget	24. Jeffrey E. Maaño	AA III
	25. Rowena S. Adalim	ADA VI
ICT	26. Rommel T. Oczon	AA II
CID	27. Dessa Marie B. Dalmacion	ADA VI
	28. Raymond Q. Nieva	ADA VI
LRMDS	29. Aldren B. Libranda	ADA VI
	30. Sedinuelle Y. Aguila	AO II
Private	31. Clarissa G. Casana	Private School Secretary
SGOD	32. Gloria G. Magtibay	AO II
Health	33. Vincent Laurence B. Habito	ADA VI
EFS	34. Danica May V. Jaranilla	AA III
PAR	35. Leah M. Abejo	AA II
	36. Alma M. Quiambao	AA III

Technical Assistance in the actual conduct of inventory will be provided by the assigned RMI Sub-Committee per unit/section.

The NAP General Records Disposition Schedule (GRDS) and DepEd Records Disposition Schedule (RDS) shall be utilized as guide in the accomplishment of inventory form and appraisal of public documents and records. These can be accessed thru this link tinyurl.com/NAPForm1-RDS-GRDS together with standard inventory form (NAP Form No.01). Sample entries in inventory form can also be accessed in the above mentioned link for your perusal.

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In addition, the **RMI Sub-Committee is expected to submit the SOFT and HARD COPY format of consolidated inventory of their unit/section on or before August 05,2022.** Soft copy format may be submitted thru this link tinyurl.com/ConsolidatedInventory2022 while hard copy to **Mr. Angelo S. Raneses** of the Records Section. For more information, please coordinate with the Records Section.

This effort will help our agency to:

- a) identify the volume of our record holdings;
- b) determine the physical location and condition of our documents and records;
- c) determine substantive documents and records; and
- d) dispose valueless documents to improve the efficiency of our workplace.

Immediate dissemination of, and compliance with this memorandum is desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division
Superintendent

recsop05/26//2022

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